



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

November 16, 2009

Scott Haggerty, Chair
Alameda County

Adrienne J. Tissier, Vice Chair
San Mateo County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Chris Daly
City and County of San Francisco

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sue Lempert
Cities of San Mateo County

Jake Mackenzie
Sonoma County and Cities

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Sperring
Solano County and Cities

Amy Rein Worth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

To Our Transportation Partners:

MTC is pleased to announce it will again sponsor its High School Internship Program in the summer of 2010. The purpose of the program is to introduce high school students (who have completed the 10th, 11th or 12th grade) to career opportunities in the field of transportation and to provide our transportation partners with some assistance on entry-level tasks. Over the years, this program has received tremendous positive response and we expect more this coming year.

Our budget allows for 25 interns throughout the nine Bay Area counties, so some requests may not be filled. However, there may be an opportunity to partner with MTC by leveraging your agency's financial resources with ours to sponsor additional internships at your agency.

MTC will recruit the interns based upon the job description(s) you provide, screen all applications, and provide your agency with a pool of qualified candidates. Your agency will then interview each candidate before making a final employment selection.

MTC will contract with a temporary employment agency as the employer of record. This agency will be responsible for payroll, other personnel processing, and for providing workers' compensation insurance.

There is no direct cost to you (unless you hire an additional intern); MTC pays the student's salary. What your agency would need to provide is a work area, a range of daily tasks that gives the student a glimpse into the workings of your department, and appropriate supervision. Our goal is to attract motivated students and to coordinate and fund their placement in your organization.

The internship should be a pre-professional learning experience for the student. In the past, students have assisted our partner agencies by collecting data in the field and entering it into a database, researching easements and vacant parcels, creating CAD drawings, and assisting with presentations. MTC asks that a planner, engineer or other transportation-related professional be assigned as a mentor for the eight-week duration of the student's internship. In planning your internship position, please note that interns are not allowed to drive a vehicle while on the job.

To Bay Area Cities and Counties

Page two

Interns may work either full or part-time, up to a total of 8 hours per day and up to 5 days a week. Interns are employed on an hourly pay basis and subject to hourly work rules. Interns can start anytime after the MTC half-day orientation scheduled on June 16, 2010. Since many students attend summer school, we encourage you to allow for flexibility in the intern's work schedule.

If you are willing to participate in this invaluable educational program, you may download the Intern Request Form from our web site at http://www.mtc.ca.gov/jobs/high_school/ and email it to amacaulay@mtc.ca.gov. If you have questions about the program or need the form emailed to you, contact Ann Macaulay at the (510) 817-5741. The form submission **deadline is Thursday, December 10, 2009.**

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Hemminger". The signature is fluid and cursive, with a large initial "S" and "H".

Steve Hemminger
Executive Director

SH:AM

Enclosure: Sample Intern Request Form
Attachment A